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29 JUL 1970

MEMORANDUM FOR: Director of Personnel

SUBJECT : Annual Reports

1. Attached are Annual Reports submitted by the Benefits and Services Division (BSD), the Contract Personnel Division (CPD), and the Retirement Affairs Division (RAD). You will also find attached a few additional highlights selected from some of my own activities during this past Fiscal year.

2. I regret that the pressure of time has prevented us from complying fully with your instructions concerning the substance of this year's Annual Reports. Notably lacking is the variance reporting which you requested. I wish also that the attached material contained some better analysis or identification of trends which could highlight even more the general direction in which some of our work is headed. It is clear also that we must standardize the reporting you receive from this element and I plan soon to meet with our Division Chiefs to reach some agreement, not only on the format which these Annual Reports should take, but also to seek their suggestions on reports we can submit on a regular basis, e.g., quarterly.

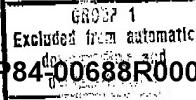
3. In terms of workload and commitment of personnel assets available to us to meet the tasks assigned, the reports almost speak for themselves. Yet, we know that pressures of ceiling are still with us and that we must anticipate the possibility that we must do our work with fewer people. I would be remiss in not acknowledging the support we have received in this element, particularly in the authorization of additional ceiling for the Retirement Operations Branch where the need has been so great. In turn, we must be sure that we need what we have. Consequently, I have alerted our three Division Chiefs that within the next 30 to 60 days I will conduct, with each, a position by position analysis for the purpose of identifying whether and where some relief might be found.

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Deputy Director of Personnel
for Special Programs

Atts

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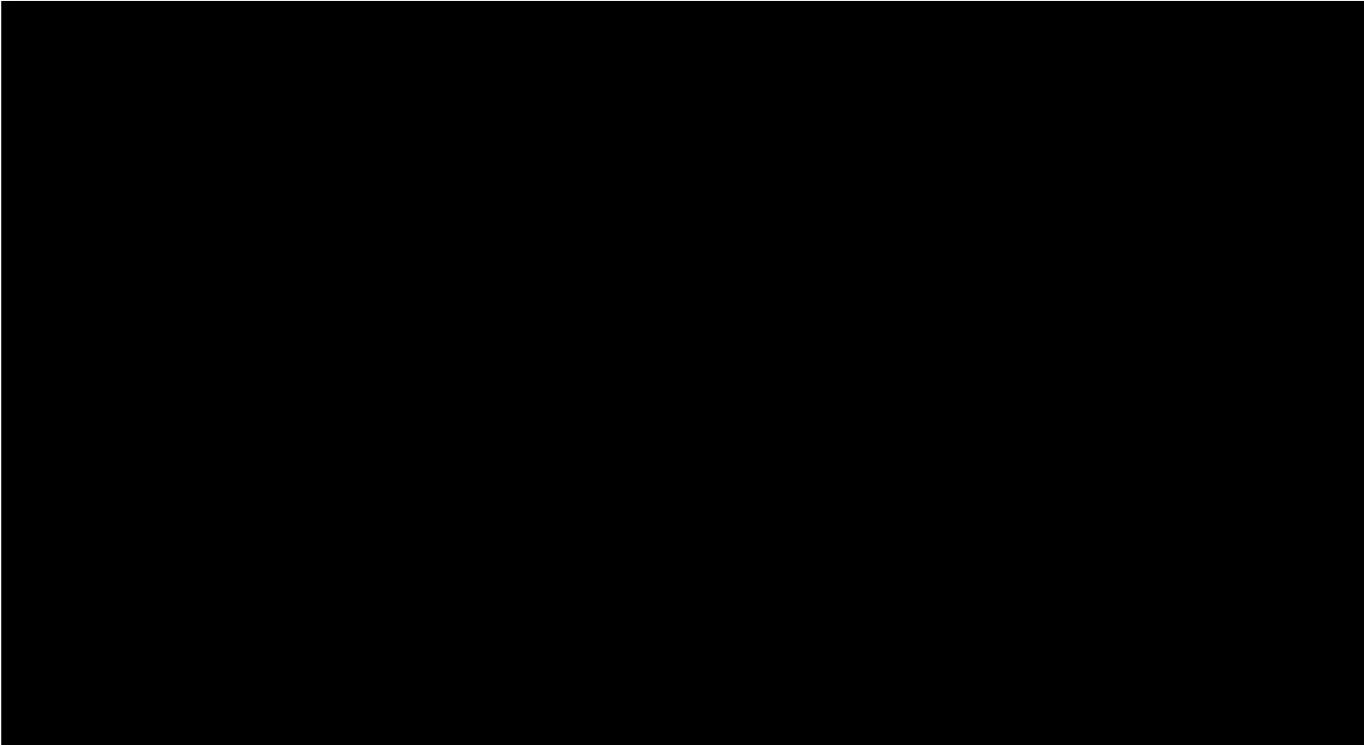
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DD/PERS/SP ACTIVITIES

Much of my own expenditures of time this past year related to programs of the three Divisions, more than adequately covered in their reports. I will, however, supply a few highlights of my own activities during the reporting period.

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2. Prisoner Exploitation Committee

This Committee, discussed in some detail in last year's report, finally concluded its work by forwarding recommendations to the DD/S. One of the recommendations has been approved which calls for the establishment of a specific training and briefing program for employees scheduled for PCS or TDY assignment to specified risk of capture areas. The Office of Training has been assigned primary responsibility for this task, but the Committee will continue to function.

3. Voluntary Investment Plan

Chief, RAD has covered this in his report. We have made a great investment of manpower, time, and effort in fulfilling the various responsibilities assigned to OP and are ready to go the moment we learn that the Plan has been

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qualified by the Internal Revenue Service. If qualified, our involvement in the VIP Program initially will be a demanding one; yet, since VIP represents a potentially rewarding and useful personnel program, we will be happy to be associated with it.

4. Miscellaneous

a. Last year I reported my mission in "cleaning up" matters involving the Public Service Aid Society (PSAS). That mission was completed during the reporting period: Action was taken to reorganize the PSAS Board of Directors; files were systematized; delinquency control was instituted; bookkeeping and other record-keeping requirements were established and have already met the test of an audit report.

b. Educational Aid Fund (EAF): I performed again as Executive Secretary EAF and worked on the solicitation for applications for EAF assistance and eventual selection of winners by the Selection Committee and the Board of Trustees. This year, pictures of the winners of the Wisner Award were taken with the DD/S and the Chairman EAF Board of Trustees and displayed.

It appears that the Chairman will launch during the coming period some form of a national drive. He has had discussions with the Director and some organizing effort is now under way. The tentative goal for any such national effort is to acquire at least \$500,000.

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MEMORANDUM FOR: Chief, Contract Personnel Division
Chief, Benefits and Services Division
Chief, Retirement Affairs Division

- 1.. Attached you will find the Annual Reports which I have submitted to the Director of Personnel.
2. The workload responsibilities and the manner in which your staffs performed are well described and illustrated in these reports, and my compliments to all.
3. You will note that I am committed to an in-depth review with each of you to identify whether there is any possibility of cutting. Sharon will be in touch with you as to the time. I will also be sending each of you separately notes and observations concerning the substance, format, and quality of your Annual Reports.
4. Needless to say, I look forward to working with each of you this coming year. There is little question that it is going to be a tough one, and mutual understanding and respect for management decisions that might have to be made will be, I hope, the basis for our discussions concerning personnel and ceiling allocations.

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[Redacted]
Deputy Director of Personnel
Special Programs

Atts

